



ASSIGNMENT NOTIFICATION

INTRODUCTION

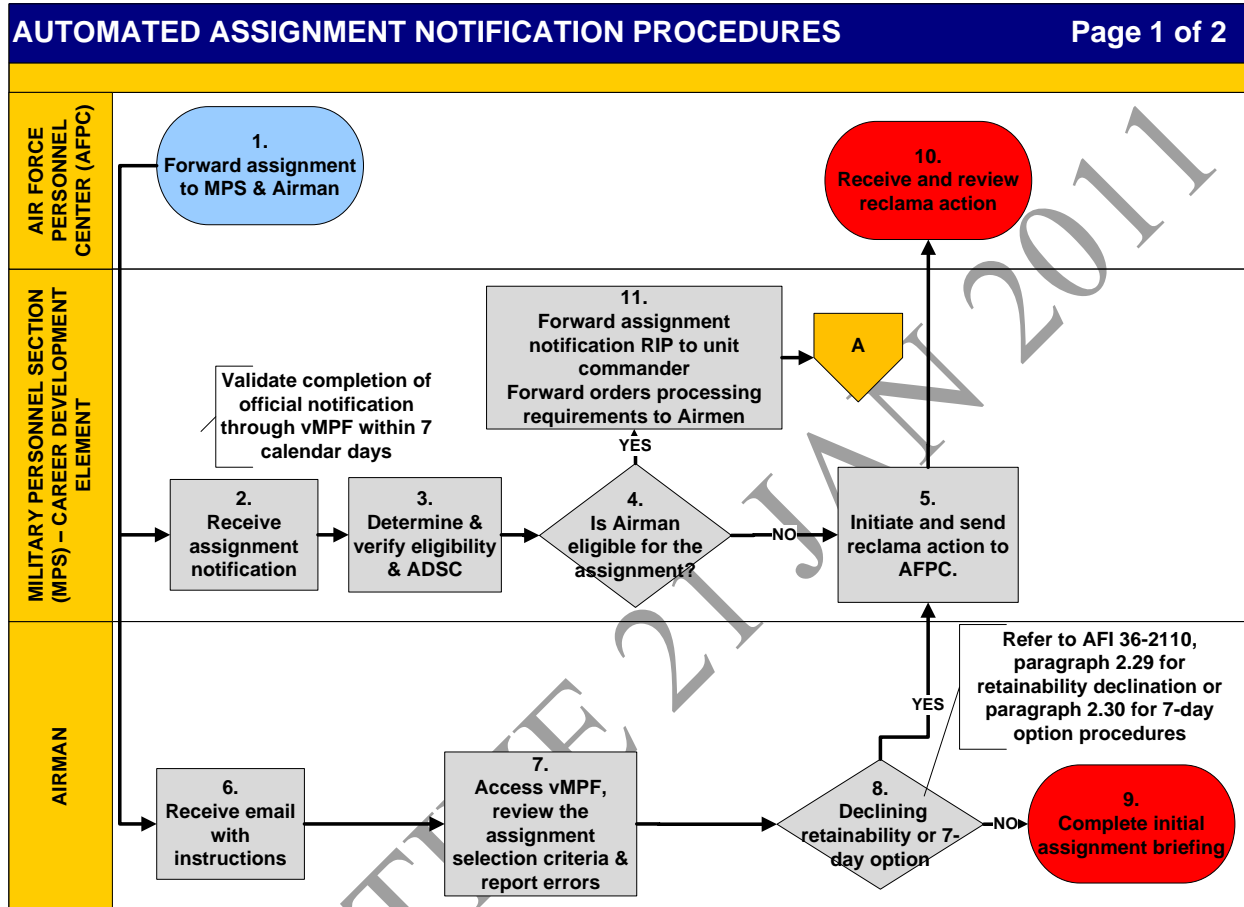
The virtual automated Assignment Notification process replaces the manual Assignment Notification Report on Individual Personnel (RIP) process and unless otherwise stated, is mandatory for Regular Air Force enlisted personnel in all grades (*excluding* basic trainees and pipeline students), and officers in the grades of lieutenant colonel and below (*excluding* officers selected for colonel). Those exempt from the automated assignment notification procedures will follow the manual assignment notification procedures in Section B of this guide. The process begins when AFPC updates an assignment in the Military Personnel Data System (MilPDS). This action triggers the virtual Military Personnel Flight (vMPF) to send an e-mail to the Airman's e-mail for life (E4L) address (us.af.mil) listed in MilPDS and any e-mail address listed in vMPF. The e-mail notification instructs Airmen of the assignment selection (without assignment details) and notifies them to access the vMPF within seven calendar days to acknowledge receipt. Upon accessing the vMPF, the Airman is automatically directed to the official assignment notification page. This action updates MilPDS with the official assignment notification date. In instances where Airmen are unable to receive e-mail or are exempt from this process, the official assignment notification returns to the manual process, with modifications, per this instruction.

OPR: AFPC/DPTSF (Air Force Relocation Operations)

REFERENCES: [AFI 36-2110](#), *Assignments*; AFI 36-2102, *Base-Level Relocations*; [AFI 36-2107](#), *Active Duty Service Commitments*; [Active Duty Service Commitments PSD Guide](#), [AFI 36-2133](#), *Specified Period of Time Contracts and Retirement PSD Guide*

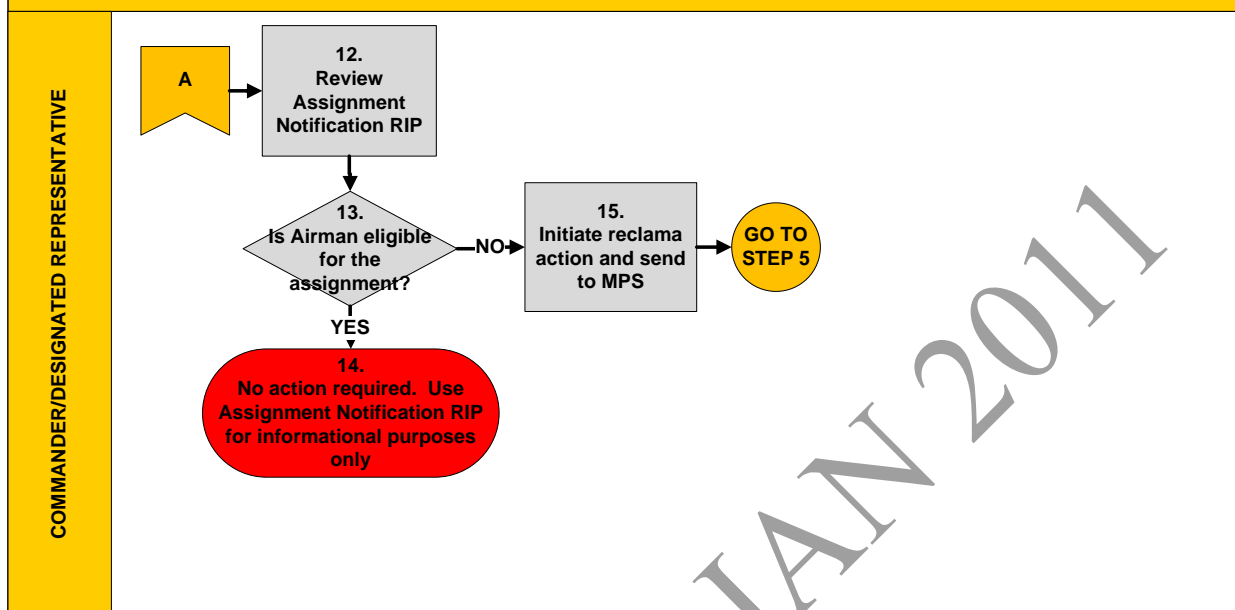
TARGET AUDIENCE: Regular Enlisted and Officers in the grade of lieutenant colonel and below serving on Active Duty

SECTION A. AUTOMATED ASSIGNMENT NOTIFICATION



AUTOMATED ASSIGNMENT NOTIFICATION PROCEDURES

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AUTOMATED ASSIGNMENT NOTIFICATION PROCEDURES

STEP	ACTION OWNER	NARRATIVE
1	Air Force Personnel Center (AFPC)	Forward. Forward the assignment to Military Personnel Section (MPS) - Career Development Element through the Military Personnel Data System (MilPDS).
2	Military Personnel Section (MPS) - Career Development Element	Receive notification. Receive two-page Assignment Notification Report on Individual Personnel (RIP) through MilPDS. NOTE: Validate official notification is completed through vMPF within seven calendar days, monitor transaction registers (TR) and follow-up with Airman to ensure official assignment notification is complete. Ensure MilPDS updates are complete. If Airman is unable to access vMPF or is exempt from this automated process, refer to the Manual Assignment Notification Procedures in Section B .
3	MPS - Career	Determine Eligibility. Upon receipt of Assignment

	Development Element	Notification RIP from MilPDS, verify the Airman's eligibility for the assignment in accordance with AFI 36-2110 , <i>Assignments</i> within seven calendar days. Verify correct active duty service commitment (ADSC) for permanent change of station (PCS) and training (if applicable) on the RIP in accordance with AFI 36-2107 , Active Duty Service Commitments, table 1.1.
4	MPS - Career Development Element	<i>Is Airman eligible for the assignment?</i> If no, <i>GO TO STEP 5.</i> If yes, <i>GO TO STEP 11.</i>
5	MPS - Career Development Element	<i>Airman is ineligible.</i> Initiate and send reclama action immediately to AFPC for processing in accordance with AFI 36-2110, paragraph 2.46. Review Section C, Assignment Reclama Procedures . <i>NOTE:</i> Refer to AFI 36-2110, paragraph 2.29 for retainability declination and paragraph 2.30 for 7-day Option procedures.
6	Airman	<i>Receive notification.</i> Receive e-mail (sent to E4L account listed in MilPDS); with instructions to access vMPF within seven calendar days to officially acknowledge assignment notification. <i>NOTE:</i> Periodically access and verify the accuracy of E4L and personal e-mail addresses in vMPF.
7	Airman	<i>Access vMPF:</i> Access vMPF to acknowledge the official assignment notification; read the notification and click <i>“Proceed”</i> to review assignment selection criteria used in assignment selection. Report errors to the MPS - Career Development Element. Request to change a projected departure date (PDD) by printing Assignment Selection Criteria page, route through supervisor and commander for approval. Submit PDD change request to MPS - Career Development Element for update (scanned electronic submission is sufficient).
8	MPS/Airman	<i>Did Airman decline to obtain retainability or 7-day option?</i> If yes, <i>GO TO STEP 5.</i> If no, <i>GO TO STEP 9.</i>
9	Airmen	<i>Complete Initial Relocation Briefing through vMPF.</i> Complete Initial Assignment Briefing through vMPF. Print a copy of the completion page and forward to the MPS - Career Development Element for inclusion in relocation folder. <i>NOTE:</i> An electronic relocation folder is acceptable.
10	AFPC	<i>Receive reclama.</i> Receive reclama action from MPS - Career Development Element and process.
11	MPS - Career Development Element	<i>Airman is eligible.</i> Forward Assignment Notification RIP to the unit commander for review. Forward orders processing requirements to Airmen for action.
12	Commander/Designated Representative	<i>Review.</i> Review Assignment Notification RIP; verify no ineligibility factors exist within seven calendar days of receipt (three calendar days for short notice assignments).

13	Commander/Designated Representative	<i>Is Airman eligible for the assignment?</i> If yes, <i>GO TO STEP 14.</i> If no, <i>GO TO STEP 15.</i>
14	Commander/Designated Representative	<i>Eligible.</i> RIP is notification purposes only. The MPS provides out-processing notification instructions to the Airman.
15	Commander/Designated Representative	<i>Ineligible.</i> Initiate the reclama action. Contact the MPS to initiate reclama action. <i>GO TO STEP 5.</i>

RESPONSIBILITIES

1. AIRMEN:

- a. Periodically access and verify the accuracy of E4L (us.af.mil) and personal e-mail addresses in vMPF.
- b. Upon receipt of the Assignment Notification e-mail from vMPF, access the vMPF within seven calendar days from the assignment creation date to retrieve official assignment notification.
- c. Contact the Military Personnel Section (MPS) - Career Development Element if errors are found on the assignment selection information page of the Assignment Notification RIP.
- d. If desired, request a projected departure date change through supervisor and commander; submit to MPS - Career Development Element for update.
- e. Retirement or separation application must be submitted through the vMPF within seven days of acknowledging receipt of assignment. If retirement eligible (enlisted or officer) or separation eligible (officer only) and elect not to accept retainability and associated Active Duty Service Commitment (ADSC), follow 7-Day Option procedures in [AFI 36-2110, Assignments](#), paragraph 2.30. Refer to the [Retirement PSD Guide](#).
- f. Attend local initial assignment briefing or complete the on-line briefing through the vMPF and forward a copy of the completed verification to MPS – Career Development Element for inclusion in the relocation folder. **NOTE:** An electronic relocation folder is acceptable.

2. COMMANDER/DESIGNATED REPRESENTATIVE:

- a. Verify no assignment ineligibility factors exist within seven calendar days after receipt of Assignment Notification RIP.
- b. If Airman is ineligible for reassignment, contact the Military Personnel Section (MPS) – Career Development Element to initiate reclama actions in accordance with AFI 36-2110, paragraph 2.46.
- c. Ensure the Airman retrieves official assignment notification from the vMPF no later than seven calendar days after receipt of the Assignment Notification e-mail.
- d. If Airman did not acknowledge receipt within the vMPF, the official assignment notification is complete when commander notifies by e-mail, message, RIP or letter. Notify the MPS with date notified by returning the notification document to the MPS Career Development Element. **NOTE:** An officer's "losing commander's

coordination of officer assignment match” template is not considered official assignment notification.

3. **MILITARY PERSONNEL SECTION (MPS) Career Development Element:**

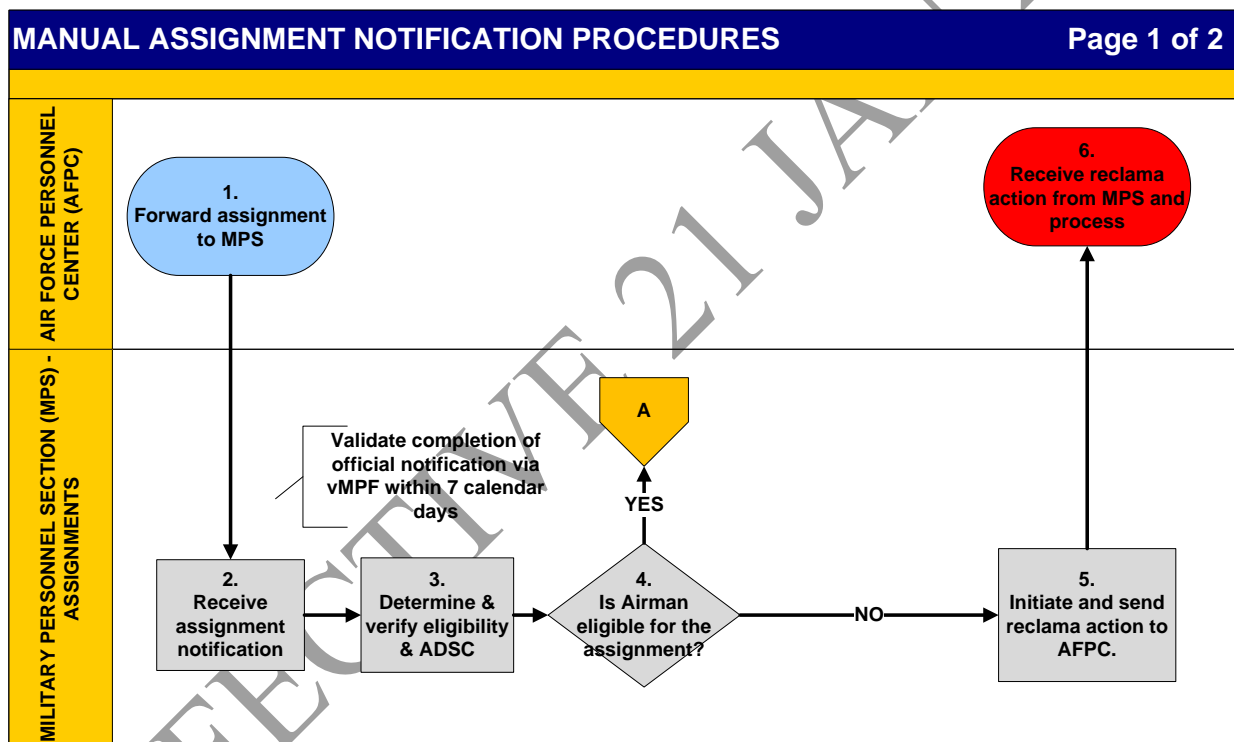
- a. Frequently prompt Airmen to access and verify the accuracy of E4L and personal e-mail addresses in vMPF.
- b. Upon receipt of Assignment Notification RIP from AFPC, verify the Airman’s eligibility in accordance with [AFI 36-2110](#), *Assignments* within seven calendar days.
- c. For short notice assignments of 90 calendar days or less from the report no later than date (RNLTD), notification periods for MPS and unit are reduced to three calendar days each. Airmen have seven calendar days from official notification to make an assignment election.
- d. Determine if Airmen are ineligible for reassignment. If ineligible, initiate reclama action immediately.
- e. Monitor TRs and establish standardized procedures to track overdue notification suspense to ensure Airmen complete required notification acknowledgement.
- f. Validate and manually update assignment notification date in MilPDS when circumstances prevent the automated update from occurring.
- g. Follow 7-Day Option procedures in AFI 36-2110, paragraph 2.30, if an Airman elects not to accept retainability for the assignment and/or associated ADSC.

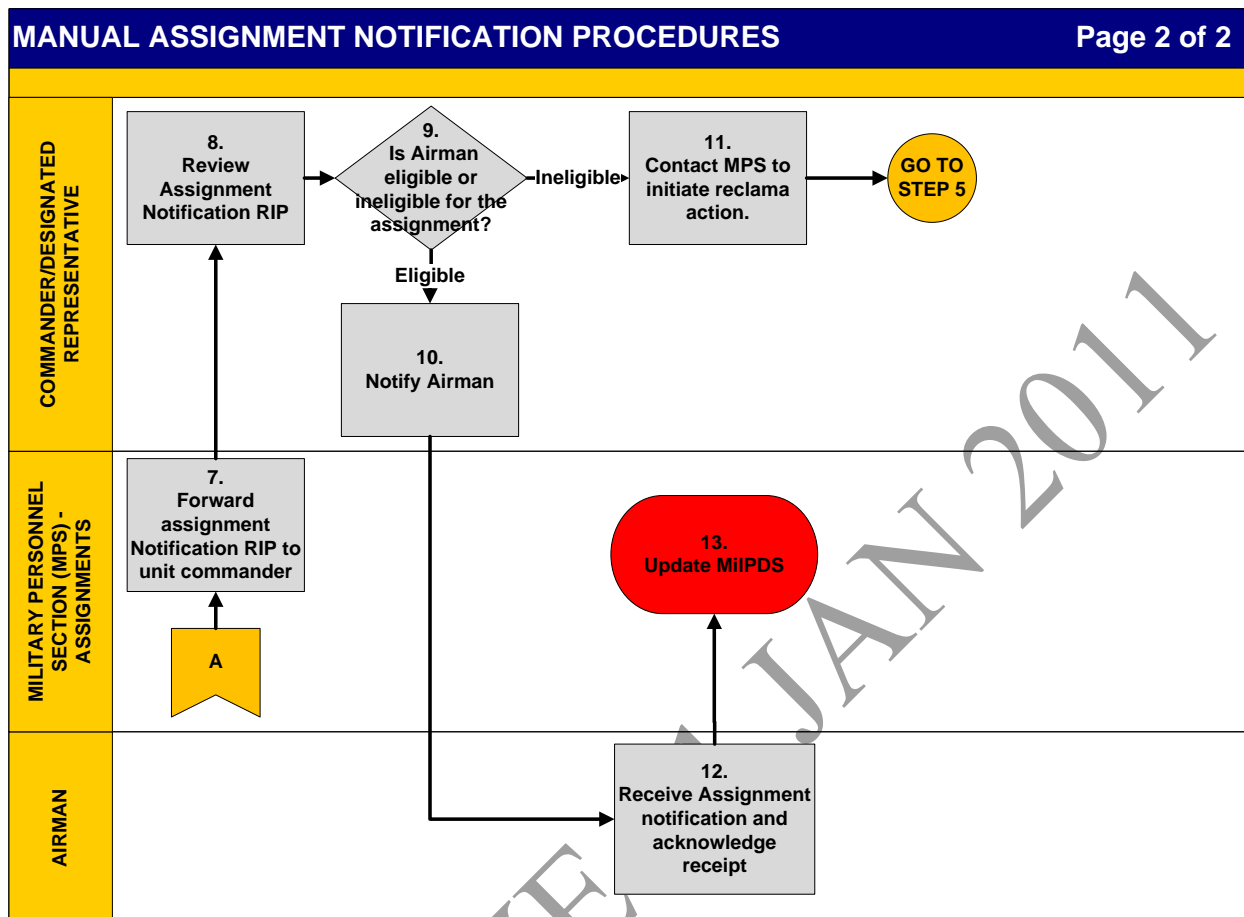
INITIAL RELOCATION BRIEFING

1. The MPS Career Development Element conducts an initial relocation briefing within 15 calendar days after Airmen Assignment Notification. Airmen may retrieve their initial relocation briefing on-line through the vMPF. Airmen may require additional processing instructions or documents than what is available on-line for orders completion. The MPS briefs and provides the appropriate relocation documents as they relate to the Airman’s assignment and ensure the Airman has all required instructions. Mass briefings are suitable. Completion notification of the on-line briefing is maintained in the Airman’s relocation folder.
2. Airmen must complete assignment notification in vMPF. Airmen must also verify the data listed on the assignment selection information page in vMPF and report discrepancies to the MPS. The MPS ensures MilPDS is corrected if data is in error.

SECTION B. MANUAL ASSIGNMENT NOTIFICATION

Use this process *only* when an Airman is exempt from the automated assignment notification procedures or circumstances prevent an Airman from accessing the official assignment notification on-line through vMPF. This process authorizes the commander/designated representative and MPS to process an Airman's official assignment notification manually. Official Assignment Notification occurs when the Airman is formally notified of the assignment after the Assignment Notification e-mail from AFPC or the Assignment Notification RIP has been received. Official Assignment Notification is complete the date the commander or designated representative notifies the Airman by e-mail, message, RIP or letter. **NOTE:** An officer's "losing commander's coordination of the officer assignment match" template is not considered an official assignment notification.





MANUAL ASSIGNMENT NOTIFICATION PROCEDURES		
STEP	ACTION OWNER	NARRATIVE
1	Air Force Personnel Center (AFPC)	Forward. Forward the assignment to Military Personnel Section (MPS) – Career Development Element through MilPDS.
2	Military Personnel Section (MPS) - Career Development Element	<p>Receive notification. Receive two-page Assignment Notification Report on Individual Personnel (RIP) through MilPDS. NOTE: Validate official notification is completed within 14 calendar days of date Assignment Notification RIP received by unit commander/designated representative, monitor TR and follow-up with Airman to ensure official assignment notification is complete. Ensure MilPDS updates are complete.</p> <p>NOTE: Failure to update MilPDS with the assignment notification date causes retainability, PRP processing and 7-Day Option processing issues.</p>

3	MPS - Career Development Element	Determine Eligibility. Upon receipt of Assignment Notification RIP from MilPDS, verify the Airman's eligibility for the assignment in accordance with AFI 36-2110, Assignments within seven calendar days. Verify correct active duty service commitment (ADSC) for permanent change of station (PCS) and training (if applicable) on the RIP in accordance with AFI 36-2107, Active Duty Service Commitments , table 1.1.
4	MPS - Career Development Element	Is Airman eligible for assignment? If no, GO TO STEP 5 . If yes, GO TO STEP 7 .
5	MPS - Career Development Element	Airman is ineligible. Initiate and send reclama action immediately to AFPC for processing in accordance with AFI 36-2110, paragraph 2.46. Review Section C, Assignment Reclama Procedures . NOTE: Refer to AFI 36-2110, paragraph 2.29 for retainability declination and paragraph 2.30 for 7-day Option procedures.
6	AFPC	Receive reclama. Receive reclama action from MPS - Career Development Element and process.
7	MPS - Career Development Element	Airman is eligible. Forward the assignment notification RIP to the unit commander for review and forward to Airman with instructions for completing their initial assignment briefing and relocation elections.
8	Commander/ Designated Representative	Review. Review Assignment Notification RIP; verify no ineligibility factors exist within seven calendar days of receipt (three calendar days for short notice assignments).
9	Commander/ Designated Representative	Is Airman eligible or ineligible for the assignment: If eligible, GO TO STEP 10 . If ineligible, GO TO STEP 11 .
10	Commander/ Designated Representative	Eligible. Notify Airman by letter, e-mail, or Assignment Notification RIP. Instruct Airman to acknowledge receipt and notify MPS of date the Airman was officially notified.
11	Commander/ Designated Representative	Ineligible. Initiate the reclama action. Contact the MPS to initiate reclama action. (MPS/AFPC: GO TO STEPS 5 & 6)
12	Airman	Receive notification. Receive notification via letter, e-mail, or Assignment Notification RIP. Acknowledge receipt of assignment within seven calendar days of receipt (three calendar days for short notice assignments). Contact MPS to correct errors contained on the RIP.
13	MPS - Career Development Element	Update. Update MilPDS with Assignment Notification Date within 14 calendar days (six calendar days for short notice assignments). This is mandatory and must occur to clear vMPF notification.

RESPONSIBILITIES**1. AIRMEN:**

- a. Periodically access and verify the accuracy of E4L (us.af.mil) and personal e-mail addresses in vMPF.
- b. Contact the Military Personnel Section (MPS) – Career Development Element if errors are found on the assignment selection information page of the Assignment Notification RIP.
- c. Acknowledge receipt of assignment within seven calendar days of receiving the assignment notification from MPS, commander or designated representative through e-mail, letter or signed Assignment Notification RIP.
- d. If desired, request a projected departure date change through supervisor and commander; submit to MPS – Career Development Element for update. See [Attachment 2](#), Projected Departure Date Change Request.
- e. Retirement or separation application must be submitted through the vMPF within seven days of acknowledging receipt of assignment. If retirement eligible (enlisted or officer) or separation eligible (officer only) and elect not to accept retainability and associated Active Duty Service Commitment (ADSC), follow 7-Day Option procedures in [AFI 36-2110](#), *Assignments*, paragraph 2.30. Refer to the [Retirement PSD Guide](#).
- f. Complete the initial assignment briefing on-line through the vMPF and forward a copy of the completion verification to MPS for inclusion in the relocation folder.

2. COMMANDER/DESIGNATED REPRESENTATIVE:

- a. Verify no assignment ineligibility factors exist within seven calendar days after receipt of Assignment Notification RIP and e-mail.
- b. If Airman is ineligible for reassignment, contact the Military Personnel Section (MPS) – Career Development Element to initiate reclama actions in accordance with AFI 36-2110, paragraph 2.46.
- c. Ensure official assignment notification is complete when commander notifies by e-mail, message, Assignment Notification RIP or letter. Notify the MPS with the notification date by returning the notification document to the MPS - Career Development Element. **NOTE:** An officer's "losing commander's coordination of officer assignment match" template is not considered official assignment notification.

3. MILITARY PERSONNEL SECTION (MPS) Career Development Element:

- a. Upon receipt of Assignment Notification RIP from AFPC, verify the Airman's eligibility in accordance with [AFI 36-2110](#), *Assignments* within seven calendar days.
- b. For short notice assignments of 90 calendar days or less from the RNLTD, notification periods for MPS and unit are reduced to three calendar days each. Airmen have seven calendar days from official notification to make an assignment election.

- c. Determine if Airmen are ineligible for a reassignment. If ineligible, initiate reclama action immediately.
- d. Monitor TRs and establish standardized procedures to track overdue notification suspenses to ensure units return assignment notification acknowledgement documentation.
- e. Validate and manually update the assignment notification date in MilPDS when circumstances prevent the automated update from occurring.
- f. Follow 7-Day Option procedures in AFI 36-2110, paragraph 2.30, if an Airman elects not to accept retainability for the assignment and/or associated ADSC.

INITIAL RELOCATION BRIEFING

3. The MPS Career Development Element conducts an initial relocation briefing within 15 calendar days after Assignment Notification RIP is forwarded to Airmen. Airmen may retrieve their initial relocation briefing on-line through the vMPF. If vMPF is unavailable, the MPS briefs and provides the appropriate relocation documents as they relate to the Airman's assignment. Mass briefings are suitable. Airmen may require additional processing instructions or documents than what is available on-line for orders completion. MPS is responsible for ensuring Airmen have all required instructions. Completion notification of the on-line briefing is maintained in the Airman's relocation folder.

4. Airmen must complete all requested information in the assignment selection letter, e-mail, message, or RIP. Airmen must also complete elections in the initial briefing and verify the data listed on the Assignment Notification RIP. The MPS ensures MilPDS is corrected if data is in error.

SECTION C. MILITARY PERSONNEL DATA SYSTEM (MilPDS) UPDATE PROCEDURES

ASSIGNMENT ACKNOWLEDGEMENT

This application is used to acknowledge receipt of a completed official reassignment notification, change the departure date (if necessary), and indicate a notification delay reason (if applicable). It applies to active duty officers and enlisted personnel. The Notification of PCS Reassignment RIP is automatically produced when a projected loss assignment action is processed from AFPC. A copy of the letter, e-mail, message or RIP used to acknowledge the Airman's pending reassignment is filed in the Airman's assignment relocation folder. **NOTE:** An electronic relocation folder is acceptable. Ensure the assignment confirmation occurs within seven calendar days after official notification for normal assignments and within three calendar days for short-notice assignments. If the notification cannot be accomplished due to the non-availability of the Airman, do not submit the assignment confirmation until the actual acknowledgement has been obtained from the Airman.

RESPONSIBILITIES:

MPS: Career Development Element is responsible for updating and maintaining records of assignment notification and acknowledgement.

NAVIGATION:

1. Select Relocations and Employment, Personnel Relocations, Outbound Assignments and Assignment Actions.
2. Click the Open button or double-click each selection.
3. The Assignment Information Folder appears.

UPDATE PROCEDURES:

1. Press the F7 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the SSAN field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the F8 function key to execute the query. The Assignment Information Folder populates with the Airman's current information.
2. Click the Assignment button. The Assignment window appears.
3. Click the Alter Effective Date (resembling a calendar) button on the toolbar. The Alter Effective Date window appears.
4. Type the effective date of the assignment being acknowledged in the Effective Date field. The date should be the day after the TO date of the current assignment.
5. Click the OK button. The Assignment window populates with the new date in the title bar.

6. Click the Extra Information button. The Extra Assignment Information window appears.
7. Click the left of Assignment Acknowledgement.
8. Move the cursor down and click in the Details field being updated. The Further Assignment Information window appears.
9. Update all the required fields by typing the information or clicking the List of Values (LOV) button and selecting the appropriate value from the list.
 - a. Delay Reason
 - b. Notification Date – (DD-MMM-YYYY). Cannot be after the current date
 - c. Departure Date – (DD-MMM-YYYY). Determined in accordance with AFI 36-2110, Table 2.4.
10. Click the OK button. The Extra Assignment Information window populates with the new information. **NOTE:** The Notification Date cannot be a future date. If the Departure Date changes, update the field; otherwise, make no changes. If required, update the assignment delay reason (using the LOV); otherwise, make no changes.
11. Save the update by clicking the Save button (resembles a —yellow disc)
12. Close the window or application by clicking the —X located in the top right corner of each window.
13. Performing another assignment acknowledgement
14. Press the F7 function key to query the system
15. Follow the instructions in step 1 - 6 above.
16. In the Further Assignment Information window, update the following fields:
 - a. Delay Reason
 - b. Notification Date – (DD-MMM-YYYY). Cannot be after the current date
 - c. Departure Date – (DD-MMM-YYYY). Determined in accordance with AFI 36-2110, Table 2.4.

NOTE: If there is a delay in updating the assignment confirmation, use this field to report the reason for the delay. If the RNLTD is within 90 days and the notification date is more than 13 days after the creation date a Delay Reason is required. If the RNLTD is more than 90 days, and the Notification Date is more than 21 days after the Creation Date, a Delay Reason is also required. Once inserted and saved the —Delay Reason value cannot be deleted or modified. The Departure Date must be within the DEROS month for overseas members.

PROJECTED DEPARTURE DATE (PDD)

This date is initially automatically computed by the assignment authority using the RNLTD adjusted backwards, based on parameters associated with the assignment levy. The MPS reviews this date with the individual and the commander to determine a more valid departure date. Approval of change to a PCS PDD must be made by the unit commander. Airmen must not depart earlier than 60 days prior to the RNLTD established by the assignment authority provided that all PCS eligibility criteria are met on the PDD. When training or TDY en-route is involved, the period is added to the 60-day maximum. When an Airman requests and the commander approves a departure date more than 60 days prior to RNLTD, the Career Development Element informs the assignment authority of the earliest date the commander has approved for the

Airman's PCS departure. The assignment authority determines if an earlier requirement exists at the gaining unit, as if so, the RNLTD is changed to accommodate accelerated reporting. The confirmation or change of this date is reported in-system.

Output Product(s): Notification of PCS Reassignment RIP is automatically produced when a projected loss assignment action is processed from AFPC.

ASSIGNMENT RECLAMA PROCEDURES

Reclama of Assignment. A reclama (or formal protest) is a request to the assignment OPR to change or cancel a proposed or directed action. A reclama may be submitted in-system or out of system via encrypted e-mail for actions which are time sensitive or when a paragraph or attachment specifies a reclama e-mail be submitted. E-mail reclamas include the Airman's identification data, the projected assignment shipping AFSC (for officers) and control AFSC (CAFSC) (for enlisted), assignment action number (AAN), gaining personnel accounting system (GPAS), and report no later than date (RNLTD) in the subject line with courtesy copy to the gaining unit. **EXAMPLE:** SUBJ: Assignment Reclama: SSgt (3D152) Jowes, Lance J., XXX-XX-1234, AAN: 1234NZ1234, GPAS: RF0DFLBY, RNLTD: 31 Dec 2010.

1. In-system reclamas are usually submitted when the RNLTD is more than 120 calendar days from the date of the reclama using the appropriate reclama reason codes. Ensure narrative remarks are included to fully explain the circumstances.

2. Out of system reclamas are usually submitted when the RNLTD is 120 days or less from the date of the reclama and should contain a complete explanation of the circumstances. Use an e-mail for actions involving:

- a. Contingency assignments.
- b. Unit or base activation or deactivation.
- c. Weapons systems conversions.
- d. Assignment was a short-notice assignment as shown in AFI 36-2110, paragraph 2.33.
- e. Enlisted only. Reclamas are not submitted when assignment action reason (AAR) is E2 nor has a "P" series AAR (except P7).
- f. Enlisted Aircrew Members. The MPS must reclama if enlisted aircrew members receive less than 120 calendar days advance notification for involuntary assignment to duty that does not require flying status. Use reclama reason code "AM" with trailer remarks that state:

"Aircrew member provided less than 120 calendar days' notification. Airman notified (date). Projected departure date is (date)." If Airman waives the 120 calendar days' notice requirement, then a reclama is not submitted.

OUTPUT PRODUCTS:

Assignment Reclama

Disapproval Assignment Reclama Notice (RRREIS)

MILPDS UPDATE:

ASSIGNMENT RECLAMA PROGRAM. This program was designed to allow Airmen and/or MPS to request either cancellation or change to an assignment (e.g. adjustment of projected departure date (PDD) or RNLTD). If a reclama is submitted, the assignment reclama reason must equal an assignment availability code (AAC) or assignment limitation code (ALC). Otherwise, it must be another valid assignment reclama reason code. The assignment notification date must be input with the assignment reclama if it is being updated prior to an assignment confirmation.

RESPONSIBILITIES:

1. **Airmen:** Airmen who receive an assignment notification are responsible for informing Career Development Element at the servicing MPS if a cancellation or a change is desired.
2. **MPS, Personnel Relocation:** Career Development Element is responsible for updating the reclama, which is sent to AFPC for consideration.
3. **AFPC:** Has the authority and responsibility to approve or disapprove the request.

GENERAL INFORMATION:

Reclama requests can be submitted via in-system or out of system (by electronic message) for time sensitive requests. In-system requests are normally submitted when the RNLTD is more 120 calendar days from the date of reclama. Out of system request are normally submitted when the RNLTD is 120 days or less from the date of the reclama.

NAVIGATION:

1. Select, Relocations & Employment, Personnel Relocations, Outbound Assignments, and Assignment Actions.
2. Click the Open button or double-click each selection.
3. The Assignment Information Folder appears.

UPDATE PROCEDURES:

1. Press the F7 function key to enter the query mode. Types the Airman's SSN in the National Identifier field and press the F8 function key to execute the query. The Assignment Information Folder populates with the Airman's current information.
2. Click the Assignment button. The Assignment window appears.
3. Click the Alter Effective Date (resembling a calendar) button located on the toolbar and the Alter Effective Date window appears.
4. Update the Effective Date(S) and click the OK button.
5. The Assignment window populates with the new date.
6. Click the Extra Information button and The Extra Assignment Information window appears.
7. Click to the left of Assignment Reclama.
8. Move the cursor down and click in the Details field being updated.
9. The Further Assignment Information window appears.

10. In the Further Assignment Information window update all required fields by typing the information or clicking the List of Values (LOV) button and selecting the appropriate value from the list.

a. Requested Date {DD-MMM-YYYY}

b. Reclama Reason {LOV is available (must equal an AAC or ALC or a valid assignment reclama reason code)}

c. Requested RNLTD {DD-MMM-YYYY automatically populates with current date}

d. Requested PDD {DD-MMM-YYYY}

e. Status {LOV is available automatically populates to —Pl Pending}

f. Remarks {Type the information used to fully explain circumstances}

11. Click the OK button.

12. The Extra Assignment Information window populates with the new information.

13. Save the update by clicking the Save button.

14. Close the window or application by clicking the —X located in the top right corner of each window.

OUTPUT PRODUCT(S):

After the reclama has been submitted, the appropriate notices:

Cancellation – RR511D, RR51BG, RR51BL, and disapproval - RREIS generates at the current and losing/gaining MPS and MAJCOMs (if applicable).